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CENTRAL INTELLIGENCE AGENCY

OFFICE OF NATIONAL ESTIMATES

3 January 1956

MEMORANDUM TO O/NE STAFF

SUBJECT: Checklist for Submission with Draft NIE's

1. The difficulties we have all been having in keeping up with the host of secondary problems connected with NIE drafting convinces me that some sort of device like the checklist I have frequently suggested is essential as a reminder not to leave all these loose ends dangling around. The longer we wait before we do Post Mortems or Validity Studies, for example, the more waste time and motion, is involved.

2. So far the checklist has been ignored more than used, but I have taken a New Year's resolution to send back any drafts submitted without one from now on. Don't forget to send a copy to the Board Member concerned as well.

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Chief, Estimates Staff

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